



## **700.04 Reserve Unit**

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### **POLICY**

The Sheriff of Hendry County, as a Constitutional Officer of the State of Florida per Florida Statutes 30.07, is empowered to appoint Deputies to act under him who shall have the same power as the Sheriff.

The Part-Time or Reserve Deputy will possess the required Law Enforcement Officers Certification per Florida Criminal Justice Standards and Training Commission. The Auxiliary Deputy will possess the required Auxiliary Law Enforcement Officer Certification per Florida Criminal Justice Standards and Training Commission. Both Reserve and Auxiliary Deputies are volunteers and fall under this reserve unit unless stated. Auxiliary must work under a full-time law enforcement officer.

### **PROCEDURE**

#### **A. Organization Staff**

1. The Reserve Unit is assigned to the Road Patrol District Commanders. A Reserve Unit deputy has no supervisory authority over a full-time deputy while working within any unit other than the Reserve Unit, and may make no claim to any Collective Bargaining Agreement grievance procedure, retirement pay, or any other benefits except as otherwise provided, such as workers compensation and liability insurance coverage. The Reserve Unit deputy with rank has supervisory authority only within the Reserve Unit and for functions that are specifically assigned to the Reserve Unit. The rank insignias of the Reserve Unit are placed on the epaulet of the uniform in gold, which clearly distinguishes them as a member of the unit.

#### **B. Selection Criteria for the Reserve Unit**

1. The selection process shall be identical to that employed for the selection of full-time deputy sheriff.
2. Applicants are to:
  - a. Meet the same qualification and evaluation factors as a full-time applicant.
  - b. Meet the requirements established by the Florida Criminal Justice Standards and Training Commission for either Auxiliary or part-time/reserve deputies.

- c. Undergo the same selection procedures that apply to a full-time applicant, including pre-employment polygraph, drug test, psychological examination, physical examination, and background investigation.
  3. The Sheriff makes the final decision for acceptance or rejection of a part-time or auxiliary deputy applicant.
- C. Orientation Program
1. Minimum Requirements for new Reserve Unit Deputies
    - a. Part-time, Reserve and auxiliary deputy sheriffs undergo an agency field training and evaluation program.
    - b. Part-time, Reserve and auxiliary deputy sheriffs complete an approved firearm course, as well as agency use of force policies (Procedure 500.54: Response to Resistance). As a part of the firearms course, the deputy is to demonstrate proficiency with the firearm (required in Procedure 500.55: Weapons).
    - c. Reserve Unit deputies complete blood borne pathogen training within 10 days of initial assignment and have the Hepatitis B vaccination offered per 800.02: Exposure Control Plan.
- D. Field Training and Evaluation Program
1. The FTEP training phases and standards are identical to those currently utilized for a full-time deputy and each reserve unit deputy performs and demonstrates the same skills and knowledge required by all deputy sheriffs.
  2. The reserve unit deputies are restricted in their ability to perform law enforcement duties to only those areas for which they have received training.
  3. The phases and schedules are structured to accommodate the general needs of a reserve unit deputy. It is the responsibility of the deputy to coordinate his/her work schedule with the FTO Coordinator.
  4. Deputies in FTEP must complete at least twelve (12) hours a month unless stated otherwise, by the FTO Coordinator.
- E. Part-time/Reserve Deputy
1. Part-time/Reserve deputies who have completed HCSO's FTEP are responsible for performing the same duties in the same manner as those of a full-time deputy.
    - a. Part-time/Reserve deputies are:
      1. Assigned to any unit or section within the agency on a less than full-time basis.
      2. Subject to the same rules of conduct as full-time deputy sheriffs or employees, whether on or off duty.
      3. Afforded the same bonding and liability protection and immunities as full-time deputies when called upon to perform those duties in an on-duty status.
      4. Authorized to bear arms upon approval by the HCSO Training Unit, and after satisfactory completion of the Florida Criminal Justice Standards and Training Commission approved firearms course.
    - b. Part-time/Reserve deputies are assigned to:
      1. Perform standard patrol functions.
      2. Work special details as needed.
      3. Complete other duties at a supervisor's direction.

2. Part-time/Reserve deputies who have not completed the FTEP work under the supervision of a full-time deputy sheriff who has completed the FTEP. These part-time/reserve deputies are:
  - a. Assigned to any unit or section within the Sheriff's Office on a less than full-time basis and perform any duties required by agency rules and regulations or assigned by supervisors.
  - b. Subject to the same rules of conduct as full-time deputies or employees whether on or off duty.
  - c. Afforded the same bonding and liability protection and immunities as full-time deputies when in an on-duty status.
  - d. Only to effect arrests when working under the direct supervision of a full-time deputy sheriff who has completed the FTEP.
  - e. Authorized to bear arms upon approval by the HCSO Training Unit and after satisfactory completion of the Florida Criminal Justice Standards and Training Commission approved firearm course.

F. Auxiliary Deputy

1. Auxiliary deputies are:
  - a. Assigned to work with any unit or section of the agency to assist with the workload of a full-time deputy sheriff who has completed the Field Training and Evaluation Program (FTEP); an auxiliary deputy only works under the direct supervision of a full-time deputy sheriff who has completed the FTEP.
  - b. Afforded the same bonding and liability protection and immunities as full time deputies.
  - c. Assigned to work special details as needed.
  - d. Authorized to bear arms upon approval by the HCSO Training Unit and after satisfactory completion of the Florida Criminal Justice Standards and Training Commission approved firearm course.
  - e. Only to effect an arrest when working under the direct supervision of a full-time deputy sheriff who has completed the FTEP.

G. Reserve Unit Training

1. Reserve Unit deputies are to satisfactorily complete minimum training as required by the FDLE Division of Criminal Justice Standards and Training and HCSO's Training Unit prior to any routine assignment in any capacity in which the Reserve Unit deputy is allowed to carry a firearm or is in a position to make an arrest.
  - a. Formal training is conducted at the Hendry County Sheriff's Office or at an approved training center. All Reserve Unit deputies receive legal updates and are trained in use of force, less lethal weapons and firearms qualifications with the same frequency as full-time deputy sheriffs.
  - b. Reserve Unit deputies are to successfully complete 40 hours of mandatory retraining every four years as required by Florida Statutes 943.135.
    1. Obtain mandatory training by attending courses offered by the Hendry County Sheriff's Office, other law enforcement agencies or training centers offering approved mandatory retraining courses.
    2. Any Reserve Unit deputy who receives mandatory retraining from a non-approved training facility is responsible for any expenses incurred.

- c. Obtain approval for training via the Reserve Unit's chain of command.
- d. Forward a copy via electronic mail, of the certificate of completion from the training facility to training@hendrysheriff.org.
- e. The Training Unit is responsible for maintaining and documenting training to FDLE.

#### H. Uniforms and Equipment

1. Reserve Unit deputies are issued and wear the same basic uniform and use the same type equipment as a full-time deputy. Uniform guidelines are identified in Procedure 300.22: Employee Dress Code and Uniform Regulations.
2. Reserve Unit deputies who have completed the FTEP are not assigned a vehicle on a permanent or take-home basis unless approved by the District Commander or designee and the Sheriff or designee.

#### I. General

1. Upon acceptance into the Reserve Unit, deputies are sworn in by taking the oath of office administered by the Sheriff or his duly authorized representative.
2. Human Resource notifies Supply for issuance of agency equipment.
3. Reserve Unit deputies are not required to work specific schedules or functions. However, Reserve Unit deputies are required to work a minimum of 36 hours per quarter. Reserve Unit deputies not averaging the minimum required work hours are subject to suspension or termination.
  - a. Attendance at the quarterly Reserve Unit meeting is required. In order to obtain an excused absence, make notification justifying the absence to the Reserve Unit Supervisor or designee prior to the meeting. A deputy who accumulates three (3) unexcused absences from consecutive quarterly meetings within a 12 month period faces termination.
  - b. Special details are recognized as an important function of the Reserve Unit. Each reserve deputy is expected to work special details, if scheduled.

## DEFINITIONS

**AUXILIARY DEPUTY** – Any person appointed less than full time without compensation and while under the direct supervision of a full-time deputy who has completed the full field training program has the authority to arrest and perform law enforcement functions. An auxiliary deputy must have successfully completed a law enforcement auxiliary officer basic recruit training program and have a current, valid Florida law enforcement certification (Florida Statutes 943.13).

**PART-TIME / RESERVE DEPUTY** – A person appointed less than full time without compensation who is vested with authority to bear arms and make arrests and whose primary responsibility is the prevention and detection of crime or the enforcement of the criminal, traffic, or highway laws of the state. A part-time/reserve deputy must have successfully completed a law enforcement academy and have a current, valid Florida law enforcement certification (Florida Statutes 943.13).

**RESERVE UNIT** – A unit comprised of part-time/reserve and auxiliary deputy sheriffs that assist the Hendry County Sheriff's Office in the performance of law enforcement duties.

**RESERVE UNIT SUPERVISOR** – The full-time deputy sheriff designated by the sheriff to oversee the Reserve Unit.

## REFERENCES

### State/Federal Regulations:

Florida Statutes 943.13

Florida Statutes 943.135

### CFA:

CFA Standards 2.08M, 9.06M, 9.07, & 10.14M

### Forms:

None

### Other Policy/ Procedure References:

300.11 Position Vacancy and Selection

300.22 Employee Dress Code and Uniform Regulations

500.54 Response to Resistance

500.55 Weapons

700.02 Field Training Program

800.02 Exposure Control Plan